

SOUTH DAKOTA APPLICATION FOR A VITAL RECORD
Fee Waiver Request for a Certified Copy of a Birth Record
Vital Records, 207 E Missouri Ave, Ste. #1-A, Pierre, SD 57501
Phone (605) 773-4961

This application must be completed and signed in order to be acceptable. All incomplete applications will be returned. See Instructions for Fee Waiver Requirements and Applicant Eligibility Information

SECTION 1 - APPLICANT INFORMATION –This is the name of the person who applying for the vital record. Please Print Clearly.

 Full Name

 Street Address

 City

 State

 Zip

 Phone Number

I understand that by signing this application, that the information below is accurate to the best of my knowledge.

 Signature

 Today's date

SECTION 2 – FOR MAIL IN APPLICANTS ONLY. Applicants who are applying for a Vital Record by Mail must either submit a clear copy of a government issued photo id which contains the applicant's signature or submit a notarized application.

Subscribed to and sworn before me this _____ day of _____, _____.

(SEAL)

 Notary Public

My commission expires: _____

SECTION 3 - FOR DESIGNATED AGENTS ONLY. This section must be completed if the applicant is acting as the Designated Agent. A Designated Agent is someone given authority by another individual, who has authority to obtain the vital record, to act on their behalf. The Eligible applicant must sign this section in front of a notary in order to allow a coach or head start organization to act as a designated agent.

I, _____, after being duly sworn upon oath, do hereby authorize _____
 (Name Eligible Applicant) (Name of Designated Agent)

to act as my designated agent to obtain certified copies of vital records _____
 (Signature of Eligible Applicant)

(SEAL)

Subscribed to and sworn before me this _____ day of _____, _____.

Notary Public _____ My commission expires: _____

SECTION 4: REQUEST INFORMATION - Must be completed by all applicants for the record requested.

B I R T H	Relationship to Registrant <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Next of Kin <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Designated Agent	FULL NAME CURRENTLY ON THE BIRTH RECORD _____ DATE OF BIRTH (Month, Day & Year) _____ PLACE OF BIRTH (City & County) _____ FATHER'S FULL NAME _____ MOTHER'S FULL MAIDEN NAME _____
	Waiver Type Requested <input type="checkbox"/> Baseball Post Legion Number _____ <input type="checkbox"/> Welfare for School Enrollment TANF or Food Stamp Number _____ <input type="checkbox"/> Head start Must attach a completed Head start application	

FEE WAIVER APPLICATION INSTRUCTIONS

FEE WAIVER REQUIREMENTS

Baseball Waiver – Eligible applicants can use the Fee Waiver Request to obtain one certified copy of the birth record at no charge when the certificate is needed to participate in an organized sports program sponsored by a patriotic organization such as American Legion Baseball.

School Enrollment Waiver – Eligible applicants can use the Fee Waiver Request to obtain a certified copy of a birth record at no charge, if the certificate is being used for school enrollment purposes and the applicant is eligible to receive temporary assistance for needy families under chapter 28-7, food stamps under chapter 28-12, or county poor relief under chapter 28-13.

Head Start Waiver - Eligible applicants can use the Fee Waiver Request to obtain one certified copy of a birth record at no charge upon presentation of a copy of a valid Head start enrollment form for that child.

ORDERING METHODS

1. Requests can be made in person at any county Register of Deeds or at the State Vital Records Office. In person requests require the applicant to complete and sign an application form and provide proof of identity outlined in the Identification Section;
2. Requests can be made by mail to any county Register of Deeds or to the State Vital Records Office. Mail requests require the applicant to submit a completed application signed in front of a notary **OR** a clear copy of a photo id outlined in the Identification Section.

IDENTIFICATION – ID IS REQUIRED OF A PERSON COMPLETING THE FORM; In order to apply for a record, you must provide a government (State, Tribal or Federal) issued photo id. This can be issued by the US or other country of residence.

Acceptable identification includes

Photocopy of Driver's License
Photocopy of State ID Card
Photocopy of Tribal ID

Photocopy of Passport or Visa
Photocopy of Military ID

If you do not have a government issued photo id, you must send or present a photocopy of any two of the following:

Social Security Number
Utility Bill with current address
Bank Statement with Current Address

Pay Stub (must include your name, social security number plus name and address of business
Car Registration or title with current address

ELIGIBILITY

By state law, vital records filed in the State of South Dakota are not open for public inspection. Eligible individuals who submit an application can obtain a certified copy of a vital record at no charge. When possible, the record will be computer generated and issued on security paper with a raised seal and the signature of the issuing agent. Individuals eligible for a certified copy using the fee waiver request:

Registrant (Individual listed on the record)

Spouse

Child

Parent

Guardian

Next of Kin – Grandparents and Siblings

Authorized Agent (includes attorney, physician, funeral director, or other designated agent (defined next) acting on behalf of the family

Designated Agent – Someone given authority by an individual who has authority to obtain the vital record to act on their behalf. Must complete designated agent form.

Personal or Property Right - A right to the record not included in the categories above. Individual will be asked to provide information as to the right.